LOCAL GOVERNMENT ELECTIONS

RETURNING OFFICER'S MANUAL

Advisory (Management) Services
Community Support Services Branch
Municipal and Community Services Division
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Chapter I – Introduction

Elections in urban municipalities, northern municipalities and in school divisions are governed by *The Local Government Election Act (LGEA)* and *The Local Government Election Regulations*. Municipal councils and boards of education may co-operate by sharing election officials and polling places, if they so desire.

This manual has been prepared to simplify and explain the *LGEA* and the *Regulations* under it. You are reminded, however, that this manual has no legal sanction and is intended for your guidance only. Please consult the *LGEA* and the *Regulations* to interpret the law.

The numbers in the left-hand margin refer to sections, subsections, clauses and subclauses of the *LGEA*. For example, "Ss. 23(1)" in the margin means that the content of the paragraph may be found in subsection (1) of section 23 of the *LGEA*.

When the word "ward" is used in either the *LGEA* or the manual, it means a ward under *The Urban Municipality Act, 1984* or a subdivision under *The Education Act, 1995*.

The sequence of topics covered in this manual follows approximately the chronological order of procedures in an election – creation of polling areas; enumeration; revision of voters' lists; nomination of candidates; voting; and counting the votes.

Because some of these procedures must be carried out simultaneously, be sure to read the entire manual before the election period begins.

Because elections in resort villages are held at a different time of the year and, in many cases, follow different procedures, a separate manual for resort village elections has been prepared. This manual, therefore, does not entirely apply to resort villages.

Category I or II?

Responsibility for performing election duties are shared by the council/board and the returning officer. Details of council/board duties are outlined in Appendix B. In order to divide equitably the responsibilities for the conduct of the election, the *LGEA* has placed the various municipalities and school divisions into two different categories. The municipalities and school divisions are placed into the two categories on the basis of whether or not a public school division is located wholly or substantially (by population) within a single municipality. Category I has the school division substantially within the municipality while Category II does not have the school division within one municipality.

Category I includes the following:

- all cities
- any town or village in which a public school division is wholly or substantially situated, e.g., Town of Humboldt, Village of Pense
- any public school division that is situated wholly or substantially within a city, town, village or northern municipality, e.g., Pense School Division No. 98
- any separate school division that is situated wholly or substantially within a city, town, village, or northern municipality, **provided that** the public school division it is located within is also wholly or substantially within that municipality, e.g., Humboldt RCSSD No. 15

Category II includes the following:

- all towns except those in Category I
- all villages except those in Category I
- all northern municipalities except those in Category I
- all public school divisions which are not situated wholly or substantially within one municipality
- all separate school divisions that do not meet Category I criteria.

Using the information above, decide in which category your municipality or school division belongs. When instructions are given separately for Category I and Category II, read only those which apply to your situation.

Appointment of the Returning Officer
Ss. 28(1)

Category I

The clerk of the municipality is the returning officer (RO) for both municipal and school division general elections, by-elections and votes on bylaws and questions unless the council appoints another person at least 90 days prior to election day.

Ss. 28(2)

Category II

Municipal general elections, by-elections and votes on bylaws and questions - the clerk of the municipality is the RO unless the council appoints another person at least 90 days prior to election day.

Public or separate school division general elections, by-elections and votes on bylaws and questions--the secretary treasurer of the public or separate school division is the RO unless the board appoints another person at least 90 days prior to election day.

Ss. 28(3)

Any two or more of the councils and boards within a school division may co-operate by agreeing to appoint a single RO to conduct the election for that particular area. Each elected body entering into such an agreement would be required to pass a bylaw or resolution to appoint the same person as RO at least 90 days prior to the election day.

A RO must take an oath of office in Form B, before a person authorized by law to administer an oath.

Note re: age of majority:
Since the age of majority in Saskatchewan is eighteen, election officials and all others involved in an election must be 18 years of age in order for any documents or declarations signed or taken by them to be valid. Any action taken by a minor in an election would not be binding.

Chapter II

Prior to September 1

Establishing Polling Areas
Ss. 17(1)

Category I

The council of the municipality shall divide the municipality and the school division(s) into polling areas and name the polling places.

Ss. 17(2)

Category II

The board of the public school division shall, in consultation with the various municipalities and school divisions involved, divide the school division(s) and the municipalities within the school division into polling areas and name the polling places.

These polling areas with numbers assigned by the board, and the polling places named, must be used for that election by all the municipalities, the public school division and the separate school division(s).

Drawing the Boundaries

Section 17 of the *LGEA* states that the polling areas will be established and the polling places named either by the council (Category I) or by the board of the public school division (Category II). However, the elected bodies will probably assign those duties to the clerk (Category I) or to the secretary treasurer (Category II). The council or public school division board, as the case may be, will then adopt the polling area descriptions and the locations of the polling places by bylaw or resolution.

Consultation

Category I

The person assigned by the council to establish polling areas and name polling places should consult with the secretary treasurer(s) of the school division(s) regarding the size of polling areas and the use of the schools as polling places. The final decision regarding these two items rests with the council.

Category II

The person assigned by the board to establish polling areas and name the polling places must consult with the clerks of the municipalities located within the school division regarding the boundaries of the polling areas and the choice of polling places. This may be done quite easily by a phone call to each municipal office asking for suggestions regarding polling area boundaries and locations of polling places. The final decision regarding these two items will be made by the board of the public school division.

Maps

Clerks (Category I) will require a map of the municipality, and if the school division extends beyond the municipal boundaries, a map of the school division.

Secretary treasurers (Category II) will require a map of the school division. It will be helpful to obtain a map of any large town in the division that may be divided into two or more polling areas.

General Rules
Ss. 18(1)

The polling areas must be created so they contain approximately the same number of voters, between 350 and 400. Exceptions can be made where there are sparsely-populated areas.

Where wards exist, polling areas must be located entirely within one ward.

Every portion of the municipality and/or school division must be included in a polling area. Conversely, overlapping should be avoided; that is, no portion should be included in more than one polling area.

Boundaries of polling areas should always be physically identifiable.

Ss. 17(3)

All polling areas are to be consecutively numbered.

Urban Polling Areas

When streets are used as boundaries, the centre of the street is the dividing line.

If necessary, a back lane may be used as a boundary.

All institutions and apartment blocks that can be made into separate polling areas should be identified.

Rural Polling Areas

Since school wards (subdivisions) vary in size, shape and population, judgement must be used in creating polling areas.

A sparsely-populated ward which includes within its boundaries one or more hamlets, may be designated as a single polling area.

A ward which includes two or more towns and villages within its boundaries should be divided into several polling areas.

> A, B and C are villages in Ward 2.
> Ward 2 should be divided into at least three polling areas and a polling place located in each of A, B and C.

Another alternative is to divide the ward as follows:

Polling Area No.	Description	Polling Place
1	Village of A	A Community Hall
2	Farm area around A	A Community Hall
3	Village of B	B Elementary School
4	Farm area around B	B Elementary School
5	Village of C	C High School
6	Farm Area around C	C High School

Rivers or highways can be used as boundaries but in the absence of either, the sections included in the polling area can be listed (e.g., "Sections 26 to 36 inclusive, in Township 10, in Range 4, West of the Second Meridian").

Selection of Polling Places

Each urban municipality must have at least one polling place.
Note that there is a choice:

(i) a polling place may be located within each polling area; OR
(ii) a number of polls may be grouped in a public building conveniently located in relation to a number of polling areas.

Approximately 13.5-18 square metres (150-200 square feet) are required for each polling place. For example, if three polls were to be located in one hall, 40.5-54 square metres (450-600 square feet) would be required.

Where possible, use a public building (school, municipal building, community hall).

Where possible, the location should be accessible to the physically disabled.

Parking space should be available.

Polling Places in Hospitals
S. 22

When a council or board decides to establish a polling place in a hospital or similar institution, that building can be designated as a separate polling area.

The RO should request the administrator of the institution to select a room or space where the poll can be held. At a later date, the deputy returning officer (DRO) assigned to the polling place can contact the administrator to discuss the details of chairs, tables, etc., before election day.

Summary

The RO should choose a figure such as 350 or 400 and, where feasible, design the polling areas to contain approximately that number of voters.

Keeping in mind that, where wards exist, the polling area must be contained within a single ward, the boundaries of the polling areas are marked on a map in coloured pencil or pen.

The polling areas are numbered consecutively.

The polling areas and corresponding polling place for each area are listed.

Polling Area No.	**Polling Place**
1	Wheatfield Community Hall
2	Jonesville Elementary School
3	Jonesville Elementary School
4	Agrivista Hospital
Advance Poll "A"	Agrivista Town Hall

The RO should draft a resolution or bylaw by which the council or board can adopt the polling areas and polling places.

Advance Polls
S. 92

Advance polls are to be held at least 3 days, but not more than 13 days, prior to election day. When the date for the advance poll is set, keep in mind that sufficient time must be allowed for giving notice of the advance poll (Form J) and for the ballots to be printed.

S. 94

An advance poll must be held in a place conveniently accessible to the physically disabled. Use a building which may be entered at ground level or provide a ramp.

<u>Category I</u>

The councils of all cities must authorize one or more advance polls within the municipality and fix the days and hours during which eligible voters may vote.

The RO of a town or village must establish one or more advance polls within the municipality and fix the days and hours during which eligible electors may vote.

In addition to the preceding:

- the councils of all cities may authorize one or more advance polls outside the municipality and fix the days and hours during with eligible voters may vote.

- the RO of a town or village may establish one or more advance polls outside the municipality and fix the days and hours during which eligible voters may vote.

Category II

Each RO must establish one or more advance polls and fix the days and hours during which eligible electors may vote.

Whenever possible, the ROs of the municipalities and school divisions should jointly establish advance polls. The voters may then vote for council members and board members at the same time.

The advance poll location(s), date(s) and hours of voting should be included in the resolution to adopt polling areas and polling places. **Note:** there are no limits on the length of time an advance poll must be open.

Mobile Polls
S. 22.1

A board or council may authorize the establishment of a mobile poll to gather the votes of electors who, because of physical disability or limited mobility are unable to go to the established polls to vote.

Ss. 22.1(2)

Category I

In this category, only the council of the municipality may authorize the establishment of a mobile poll.

Ss. 22.1(1)

Category II

In this category, each council or board decides on the establishment of a mobile poll, except where the boards and councils in the public school division have agreed to appoint one RO to run their elections, in which case they may also agree to establish a mobile poll.

A decision to set up a mobile poll must be made early enough to allow adequate time for preparations.

Applications must be invited from the public by advertisement. The advertisement must be run at the same time as the posting of notice of poll. The advertisement must also indicate where and when the applications will be received.

Ss. 22.1(4)

Applications must be made in writing on Form A. All duly completed forms must be accepted. It is not the responsibility of the election official to prove (or ask for proof of) the existence of the applicant's claim providing Form A has been properly signed and witnessed.

Ss. 22.1(5)

Once the period for the receipt of applications has expired, the RO will prepare a list on Form A1, of all the electors who have applied to vote at the mobile poll. A copy of this list must be made available to any candidate or agent of the candidate upon request.

Ss. 22.1(6)

Using Form A2, the RO will notify each applicant of the date and approximate time election officials will call to take his/her vote. Some applicants may request changes to the times allotted to them. Flexibility should be exercised in rescheduling the visits of the election officials.

Ss. 22.1(1)

The mobile poll may be held either at the time the advance polls or regular polls are open or at the time both polls are open. The decision on when to conduct the mobile poll rests with the council or board that authorized the mobile poll.

Ss. 22.1(9)

On the day of the mobile poll, only the RO or DRO and a poll clerk are allowed to visit the homes of the mobile poll electors. Candidates and their agents are not allowed to be present in the homes. This restriction is designed to ensure the privacy of the electors. Therefore, the RO should impress upon the election officials the need to respect this privacy.

Ss. 22.1(8)

Every home in which a mobile poll will be conducted is deemed to be a polling place. It is important for the RO to emphasize the need for the election officials to observe, as closely as possible, all the rules and regulations that govern the conduct of a polling place.

S. 22.3

If, in the opinion of the RO, the number of people who have registered to vote at the mobile poll is small, and as such, it is possible to identify for which candidate any of the electors voted, the same ballot box may be used for:

- the mobile poll and the advance poll; or
- the mobile poll and the institutional poll; or
- the mobile poll, the advance poll, the institutional poll and election day poll.

If this use of the ballot box becomes necessary, it may also be necessary to appoint the same DRO for all the polls for which the ballot box will be used to ensure proper counting of the ballots and safety for the ballot box between each poll.

"Curbside" voting
S. 22.2

The *LGEA* requires the RO or the DRO to permit electors who attend at a polling place to vote but are unable to enter because of physical disability or limited mobility to vote at an accessible location nearest the polling place. For example, a voter could ask to vote in a car parked in front of the polling place. This provision gives the disabled and those with limited mobility the same opportunity to vote as able-bodied voters.

This applies to all regular and advance polls. A person may vote under this provision only during the time the poll is open.

The voter, or a person acting on behalf of the voter, makes an oral or a written request (no prescribed form) to the RO/DRO.

The RO/DRO temporarily suspends proceedings in the polling place to go out to take the voter's ballot (takes ballot(s), poll book, ballot box, declarations, etc.)

The requirements of the *LGEA* regarding proceedings at the poll apply to "curbside" voting as well.

Ordering the Election Forms

The Local Government Election Regulations contain all of the forms required for an election. The quantities suggested in the following table are intended as a guide for new ROs. Experienced ROs can judge quantities based on past requirements.

S. 142

The forms in the *Regulations* are intended to address all possible scenarios (municipal, school, wards, resort villages, etc.) and may, therefore, contain information not relevant to a specific situation. Forms may be modified (or customized) to address these specific situations as long as the change "does not affect the substance of the form or that is not calculated to mislead".

Some forms may not be applicable to a specific situation (e.g., Forms A, A1 and A2 apply only if a mobile poll has been provided for) and, therefore, do not need to be ordered.

Forms may be ordered from a printer, or, with the exception of ballots and templates, produced by the municipality or school division.

The notices that are required to be posted (D, E, H, I, J, K) should be made of material substantial enough to withstand the wear and tear of being posted for a long period of time.

If a voters' list will be used, the RO will want to order Forms A3, B, C and D to arrive before the enumeration is to be conducted. Forms E to K inclusive will be required approximately two weeks before the **last Wednesday in September.** Forms M to AA are used for the advance poll and election day. When a vote on a bylaw/question is held, Forms BB to GG will be required. HH and II should be ordered in case of a recount. Where there is a school election in an Indian Reserve ward, Forms KK to MM inclusive should be ordered.

Although the ballots (Form O), and the templates (Form JJ) cannot be ordered until after the close of the withdrawal period, a commitment should be obtained from a printer to print the ballots if any are required. It would be helpful to show the printer the format so that when the ballots are ordered there would be no delay in printing them. (See section on "Printing of the Ballots".)

Form	Title	Quantity (minimum)
A	Application to Vote at Mobile Poll	Use own judgment
A1	List of Electors at Mobile Poll	1 per poll
A2	Notice of Mobile Poll	Use own judgment
A3	Appointment of Election Official	1 per official (enumerators, DROs, poll clerks and spares)
B	Oath of Election Officials	1 per election official and spares
C	Voters' List	1 per polling area
D	Notice of Revision of Voters' List	See *LGEA*: Clause 38(a)
E	Notice of Call for Nominations	See *LGEA*: Ss. 45(3)
F/F.1	Nomination/Candidate's Acceptance	Use own judgment
G	Receipt for Nomination	Use own judgment
H	Notice of Call for Further Nominations	Same number as Form E
I	Notice of Poll	Same number as Form E
J	Notice of Advance Poll	Same number as Form E
K	Notice of Abandonment of Poll	Same number as Form E
M	Transfer Certificate	Use own judgment (applies only if more than 1 polling place)
N	Appointment of Candidate's Agent	Use own judgment
O	Ballot	1 per voter + 5%
P	Declaration for Voters Who Are Unable, for Any Physical Reason, to Vote	Use own judgment
Q	Voter's Registration	No voters' list: 1 per voter + 10% Voters' list used: use own judgment
R	Advance Poll List	Use own judgment based on number of advance polls being held (lists to be made in duplicate)
S	Poll Book	1 per poll with sufficient space to list all potential voters at the poll (350 - 400) **Note**: see option to using a Poll Book (Chapter VI - Ss. 64(2))
T	Declaration of Candidate/Agent	Use own judgment
U	Declaration of Friend	Use own judgment
V	Declaration of Interpreter	Use own judgment

Form	Title	Quantity (minimum)
W	Directions for Voting	2 per poll
X	Sections of Controverted Municipal Election Act	2 per poll
Y	Declaration of Poll	1 per poll
Z	Statement of Results	2 for each office per poll
AA	Declaration of Results	1 for each office
BB	Ballot for Bylaw	1 per voter + 5%
BB.1	Ballot for Conflicting Bylaw	1 per voter + 5%
CC	Ballot for Question	1 per voter + 5%
DD	Statement of Results	2 for each bylaw/question per poll
DD.1	Statement of Results (Conflicting Bylaws)	2 for each bylaw/question per poll
EE	Declaration of Results	1 for each bylaw/question
EE.1	Declaration of Results (Conflicting Bylaws)	1 for each bylaw/question
FF	Appointment of Representative	2 for each bylaw/question per poll
GG	Declaration of Representative	2 for each bylaw/question per poll
HH	Elector's or Candidate's Request for Recount	1 for each office/bylaw/question
II	Certificate of Returning Officer	1 for each office/bylaw/question
JJ	Template	1 per poll
	Seals to seal ballot boxes	2 per poll plus some spares for RO
	Ballot boxes	1 per poll
	Voting Compartments	1 per poll

Note: Returning Officers of public school divisions in which Indian Reserves are included should order Forms KK to MM inclusive.

Forms F and F.1 are indentical except that F.1 is designed to accommodate the signatures of 25 electors, in those cases where that is required (see Chapter V, Nomination Form).

Chapter III - Enumeration / Voters' List

Selection of Enumerators S. 36

Any council or school division board may, at least 55 days prior to the day on which the general election is to be held, pass a resolution or bylaw to provide for the enumeration of voters and the preparation of voters' lists. If a voters' list is not used, voter registration forms are required for all voters. **Where a school division is situated wholly or substantially within a municipality, only the council may provide for the enumeration of voters and the preparation of the voters' list.**

Ss. 36(2)

Unless the council/board has appointed another person as chief enumerator and revising officer, the RO acts in both of these capacities.

It is recognized that voters' lists are increasingly being eliminated from municipal elections mainly because of the high cost of compiling them. Potential electors are instead being asked to declare their eligibility at the polling place. This requires an increased number of officials to administer the necessary declarations. In response to this situation, the RO can assign additional election officials to a poll.

Because it is usually easier to contact potential enumerators in the spring than in the summer, the RO may wish to conduct the enumeration in the late spring.

At least one enumerator for each polling area will be required. More enumerators than are actually required should be contacted to allow for last minute "drop-outs".

If a list of persons who were enumerators in the last municipal election is not available, contact persons who were ROs in the last federal or provincial elections to request their lists of officials. Applications can also be invited by a newspaper advertisement.

A week prior to commencing enumeration, contact the potential enumerators to inform them of the date, place and time of the meeting where they will be briefed concerning their duties. Complete kits for each enumerator should be compiled.

Include in the kit:

- a map of the polling area
- a copy of "Instructions to Enumerators"
- an appointment form (Form A3)
- name, address and phone number of the RO
- location of polling place

Prior to the meeting, the RO should carefully read Appendix A, "Instructions to Enumerators", and the relevant sections of the *LGEA*. In addition, become familiar with Form C on which the names must be typed.

Briefing the Enumerators

As the enumerators arrive, give each a kit. The process of enumeration should be reviewed with a careful explanation of all duties. Appendix A, "Instructions to Enumerators", could serve as an outline for the briefing.

Points to Stress

It should be pointed out to the enumerators that the voter qualifications for municipal elections are different from those for school division elections. If the voters' list will be used for both municipal and school elections, the enumerators must be very careful to identify those voters who are eligible to vote only in the municipal election.

Voter Qualifications
S. 23

School Division Elector

On election day is
- 18 years of age
- a Canadian citizen; and
- a resident of the school division for at least 3 months and a resident of Saskatchewan for at least 6 months

AND

- for a separate school election, of the religious faith of the minority that established that separate school division

Municipal Elector (other than resort villages)

On election day is
- 18 years of age
- a Canadian citizen; and

EITHER
- a resident of the municipality for at least 3 months and a resident of Saskatchewan for at least 6 months,

OR
- the owner of assessable land situated in the municipality for at least 3 months and a resident of Saskatchewan for at least 6 months.

Rules of residence are outlined in Section 3 of the *LGEA*.

Polling area

Although some polling area boundaries may be on back lanes, generally the boundary is located in the centre of a street resulting in one side of that street being located in one polling area, while the opposite side is located in another polling area. When enumerating on "boundary" streets, an enumerator must take care to stay within his/her own area.

The deadline

Voters' lists must be posted no later than 31 days before the election day. Set a deadline of 33 days before the election for the completion of the enumeration. On or before that date, the enumerators must deliver their lists, correctly arranged and typed or legibly written, to the RO's office.

The enumerators should be reminded that if any problems arise, they should call the RO's office for instructions.

Oath of Election Official
S. 31

Following the briefing, the RO should distribute a Form B (Oath of Election Official) to each enumerator.

If the person prefers to swear or affirm, the RO administers the Oath as follows: the person reads aloud Form B ending with "I do so swear (or affirm)." Each person must sign the form in the RO's presence indicating on the form either "swear" of "affirm". The RO will sign each form after completing the portion above his/her signature.

Those who prefer to declare, read, complete and sign Form B in the RO's presence indicating "declared" instead of "swear/affirm". The form need not be read aloud. The RO will sign each form after completing the portion above his/her signature.

Checking the Voters' List

As soon as a voters' list is delivered to the RO, either the RO or the election clerk should check the list before the enumerator leaves the office. The official must ensure that:

- names on the lists are correctly arranged
- errors have been corrected on all pages
- names are consecutively numbered
- the enumerator has signed and dated the list beneath the name of the last voter.

If the list has errors or is poorly typed, ask the enumerator to correct it, or if that is impractical, the election clerk can do it.

Posting the Voters' List S. 38

No later than 31 days before the day of the election, one copy of the voters' list must be posted along with Form D, the Notice of Revision, in the following places:

(i) in the office of the clerk of the municipality
(ii) in the office of the Secretary-treasurer of the school division(s)
(iii) in any other place(s) the RO deems necessary.

Where a city has wards, the RO may post in each ward one copy of the voters' list for each of the polling areas in the ward in addition to the places mentioned above.

Notice of Posting of Voters' List Clause 38(c)

Only in cities is the RO required to publish a notice stating that the voters' lists have been posted and the dates, places and times for revision of the voters' lists.

The notice of posting must be published at least once in a newspaper having general circulation in that city.

Revision of the Voters' List

The revision process provides an opportunity for those who were missed during enumeration to have their names placed on the voters' list. It also enables individuals to apply to have names removed from the voters' list or to have errors in the list corrected. Of course, eligible voters whose names are not placed on the revised list may vote on election day after completing a voter's registration form.

S. 40

In order to make corrections to his/her name, address or school support designation, or in order to add his/her name to the voters' list, an elector must fill out a voter's registration form (Form Q) supplying the correct information.

Ss. 39(1)

When an elector believes that a person's name is improperly on the voters' list, he/she may make application in writing to have it struck off. The application must contain the reason why the name should be removed. All applications for additions, deletions and corrections must be made at least 22 days before the election day.

S. 43

The RO may correct any errors in the voters' list at any time. Any such corrections must be initialled and dated by the RO.

S. 41, 42

In the period between the 22nd day and 16th day before the general election, applications should be considered and appropriate amendments made to the voters' list. If a person's name is to be stricken from the list, that person must be notified personally (notice to be served) or by registered mail indicating the reason the name was deleted and advising him or her of the qualifications of electors under section 23 of the *LGEA*.

S. 44

On request, a candidate must be provided with a copy of a voters' list or a revised voters' list.

Chapter IV

Month Prior to Nomination Day

Election Officials
S. 28 to 34

When a voters' list is not used, and depending on the size of each poll, three officials may be required for each poll – an election day enumerator, a DRO and a poll clerk. In this case, compile lists of people willing to be enumerators and DROs. Each DRO can be asked to choose his/her own poll clerk.

The services of these persons may be obtained in a number of ways:

- by contacting people who performed this task satisfactorily in the last local election
- by contacting ROs in the last provincial or federal election to request lists of their officials
- through the use of a newspaper advertisement.

The RO should contact at least 10 per cent more than is actually required to allow for the persons who will be unable to act. When a voters' list is used, the enumerators are often willing to also act as DROs on election day.

(1) Election Clerk

When the work load warrants it and on approval from the council or board, an election clerk can be selected to assist the RO with his/her duties. This person can help relieve the work load by assembling kits for enumerators, selecting persons to act as DROs and enumerators, assembling supplies required by the DROs and keeping records.

If the RO wants this person to assist him/her by supervising the enumeration or by being the revising officer, the board or council must pass a resolution specifically directing that this person be authorized to fulfill those duties.

(2) Enumerators

When no voters' list is used, it is a good idea to employ at least one enumerator for each poll on election day. An election day enumerator has only one duty: to assist the voters to complete the voter's registration form. The voter will then deliver the completed

form to the DRO and receive his or her ballot. Using this extra person will greatly speed up the voting process.

(3) Deputy Returning Officers

For the office of DRO you will require:

(a) one or more persons for each polling area,
(b) one or more persons for each advance poll.

Note: When an advance poll is held on more than one day, the same person must be the DRO on all days. Where there are wards and an advance poll is set up in each ward, one DRO is required for each advance poll.

(c) extra persons to substitute in case of illness etc. of the DROs or poll clerk.

Ss. 29(3)

The RO may serve as DRO if the population of the municipality or school division is less than 200 **or** if there is only one polling area.

Advise the prospective DROs if the RO wants each to choose his/her own poll clerk. At this point the RO should make it clear that all DROs attend the training that will be provided, and that it is desirable for the poll clerks to attend. As an added incentive, the remuneration of the DROs and poll clerks could be divided into two parts:

X dollars to attend the training
Y dollars for duties on election day.

When an advance poll is held, the election day DROs, poll clerks and enumerators should be reminded to vote at that time. The RO should also vote at the advance poll.

The DRO for an advance poll should be given separate training for two reasons. Some of the procedures are different and the advance poll usually begins prior to the day training is given to the other DROs.

Ss. 28(3.1)

(4) Associate Returning Officer (ARO)
(Cities and Northern School Divisions **only**)

If the RO anticipates problems with being able to effectively organize the election alone, particularly in terms of the training of other election officials, receiving ballot boxes and summing up votes, and fulfilling any of the other responsibilities of the RO, the RO may employ one or more AROs to assist him/her. The RO may delegate to the ARO only those duties and powers conferred on the RO under the *LGEA*.

Ss. 108(6)

Note: The powers that may be conferred on the ARO **do not** include the power to declare the results of the election.

Appointment of Election Officials
Ss. 29(2), S. 31

The RO appoints election officials by completing Form A3. No official should be formally appointed until he/she is ready to commence his/her duties. After being appointed, each election official must take an oath of office in Form B.

(1) Election Clerk

If the council/board plans to conduct an enumeration, the RO would appoint the election clerk early enough to assist in contacting and supervising enumerators. On the other hand, when there is no voters' list, an election clerk could be appointed early in October.

(2) Enumerators (for election day)

Give the appointment forms (Form A3) for the election day enumerators to their respective DROs. Each enumerator takes the oath (Form B) before his/her DRO.

(3) Deputy Returning Officer

Give DROs their appointment forms (Form A3) when they attend the training session and pick up their election day materials. At this time, the RO should have each DRO take the oath (Form B).

If more than one DRO is assigned to a polling place, the RO should be sure to clearly describe the duties of each DRO in his/her appointment. For example, who is responsible for the appointment of a constable to maintain order at the polling place, who should count the votes after the close of the poll and who should deliver the ballot boxes to the RO or the ARO.

(4) Poll Clerks

The RO should obtain from each DRO the name of the poll clerk he/she has chosen. When the poll clerks attend the training session, they can obtain their appointment forms (Form A3) . The poll clerk can take the oath of office before the DRO on election day or at the training session.

Ss. 28(4)

(5) Nomination Officers

A RO may appoint one or more nomination officers to receive nominations. The nomination officers can be given their appointments in Form A3 when they pick up the nomination forms (Form F or F.1), and the receipts (Form G). At this time the RO should have each nomination officer take the oath of office (Form B). Review with each nomination officer sections 46-51 of the *LGEA*, the nomination form and the receipt.

(6) Associate Returning Officer (cities & northern school divisions only)

If it is determined that an ARO is needed, the RO must complete Form A3 and have the ARO take the oath of office (Form B) (as for any other election official). If necessary, appoint some assistants to help him/her, especially if the ARO is charged with the task of adding votes after the closing of the polls.

Remuneration
S. 33

The council/board is responsible for establishing pay rates and paying election officials. Rates of remuneration are governed by the minimum wage law, if paid hourly.

Returning Officer's Record Book

It is recommended that the RO keep the names of enumerators and DROs as well as other information in a separate record book.

For enumerators, poll clerks and substitutes, include columns for name, address, phone number, poll number and any other necessary information.

For DROs, also include columns for the date on which they received their supplies, date they attended training, the number of ballots, ballot serial numbers, and seal numbers.

Chapter V

Nomination

S. 50

In general elections, nomination day is:

(a) the **last Wednesday in September** for municipalities and school divisions in southern Saskatchewan; and

(b) the **Wednesday five weeks prior** to the day on which the election is to be held, for municipalities and school divisions in Northern Saskatchewan.

Giving Notice
Ss. 45(3)

The notice of call for nominations (Form E) must be given **at least 10 days prior to nomination day**. NOTE: Keep in mind that newspapers have deadlines for the submission of ads for publication (as much as a week in advance of the date it is to be published) that must be met. Notices published in weekly newspapers may have to be submitted even earlier, depending on which day of the week they publish. Time should also be allowed for proofreading ads to ensure they are correct.

The notice is given as follows:

(a) (i) in the case of an election of members of a council, published in at least one issue of one or more newspapers published **and** circulated in the municipality, OR, if there is no such newspaper, in one issue of a newspaper having general circulation in the municipality;

(ii) in the case of an election of members of a board, published in at least one issue of one or more newspapers published **and** circulated in the school division OR in any town or village adjacent to the school division, OR, if there is no such newspaper, in one issue of a newspaper having general circulation in the school division;

(b) posted in the office of the RO;

(c) posted in a conspicuous public location in the headquarters of the municipality and school division; and

(d) (i) in the case of a school division or municipality that is not divided into wards, posted in one or more conspicuous locations within the school division or municipality;

(ii) in the case of a school division or municipality that is divided into wards, posted in at least one conspicuous location in each ward and in one or more conspicuous locations within the school division or municipality.

(e) in addition to the preceding, the RO may:

(I) published in the form of an announcement on a radio or television station received in the area;

Publication of Notices
Clause 2(1)(t.1), Ss. 45(3.1)

"Newspaper" is defined in the *LGEA* to give direction to the RO as to where notices under the *LGEA* are to be published. Any election notice may be published in a printed paper that is distributed at least weekly in a municipality or the area affected, but does not include a publication used exclusively for advertising.

Alternative Service of Notice
Ss. 45(3.2)

Instead of publishing the Notice of Call for Nominations in a newspaper, the RO may mail or deliver the contents of the notice to the electors of the municipality or school division. If notices are mailed or delivered, the notice need not be published in a newspaper.

Note: The notices of Poll, Mobile Poll, Advance Poll, Abandonment of Poll and Call for Further Nominations are published and posted in the same manner as the Notice of Call for Nominations.

Nomination Form
(Forms F & F.1)
S. 46

When the RO hands out a nomination form to a prospective candidate, it is a good idea to review the form with him/her, especially as it pertains to his/her eligibility to run for office, qualifications of the nominators and the necessity to sign the acceptance portion of the form at the back, before returning it to the RO.

Nomination forms should not be handed out before the notices are posted.

Candidate Qualifications
S. 26 & 26.1

Candidates for Municipal Office (Mayor or Alderman/Councillor)

The candidate must be:
- at least 18 years old on election day;
- at the time of submitting the nomination paper, a Canadian citizen, a resident of Saskatchewan for at least six months, and a resident of the municipality for at least three months.

In addition, he/she must not be legally disqualified from holding office, e.g., a judge of a court.

(NOTE: while a judge of a Court of Queen's Bench is not qualified to be nominated, there is no specific mention in the *LGEA* of a Justice of the Peace. However, Government policy is that a JP should not be a council member; therefore, the Department of Justice would terminate the JP's appointment if he/she were elected.)

Ss. 46(1.1)

Nominators of Candidates for Municipal Office

(a) Where a municipality is not divided into wards, the nomination form for an alderman/councillor must be signed by at least **five electors** of the municipality if the municipality has a **population of less than 20,000**. The form must be signed by at least **25 electors** if the **population is 20,000 or more**.

NOTE: "elector" is defined under "Voter Qualifications" on page 14.

(b) Where a municipality is divided into wards, the nomination form for an alderman/councillor must be signed by at least **five electors** of the ward if the municipality has a **population of less than 20,000**. The form must be signed by at least **25 electors** of the ward if the **population is 20,000 or more**.

(c) Where the nomination is for the office of mayor, the nomination form must be signed by at least **five electors** of the municipality if the municipality has a **population of less than 20,000**. The form must be signed by at least **25 electors** of the municipality if the **population is 20,000 or more**.

S. 23 & 27

Candidates for the Board of Education

A person may be nominated as a candidate and hold office if he/she is an elector of the school division on the day of the election and, at the time of submitting the nomination paper:

- is a Canadian citizen;
- has resided in Saskatchewan for at least 6 months, and
- has resided in the school division, or on land now in the school division, for at least three months.

Ss. 46(1.1)

Nominators of Candidates for the Board of Education

(a) Where a school division is not divided into wards, the nomination form for a board member must be signed:
i) if the school division is **not situated wholly or substantially within a municipality having a population of 20,000 or more**, by at least **five electors** of the school division; or
ii) if the school division is **situated wholly or substantially within a municipality having a population of 20,000 or more**, by at least **25 electors** of the school division.

(b) Where a school division is divided into wards, the nomination form for a board member must be signed:
i) if the school division is **not situated wholly or substantially within a municipality having a population of 20,000 or more**, by at least **five electors** of the ward; or
ii) if the school division is **situated wholly or substantially within a municipality having a population of 20,000 or more**, by at least **25 electors** of the ward.

Ss. 26.1(3)

An employee of:
- a municipality,
- a board (or joint board) of education, or
- a board or commission appointed by a council

may seek nomination and election if he/she has first obtained a leave of absence in accordance with *The Labour Standards Act*.

Filing Nomination Papers
Ss. 50(2)

A candidate may file a nomination paper, personally or by agent:
- during normal office hours from the date of posting the call for nominations until and including nomination day, and
- between the hours of 9:00 a.m. and 4:00 p.m. on nomination day.

NOTE: Nominations may **not** be faxed. "Agent" in this case is not the same as an agent at the polling place.

S. 51

When a candidate/agent files a nomination paper, the RO or nomination officer must check it to see that the candidate has fully completed it. If it is complete, issue a receipt (Form G) and deliver a copy to the candidate/agent. It is **not** the responsibility of the RO/NO to question the qualifications of the candidate or the nominators (see Ss 47(5)).

Ss. 46(2)

A nomination is not valid unless the candidate's acceptance is signed by the person nominated and his/her signature is witnessed by two people. The two witnesses do not have to be electors.

Ss. 47(3)

A candidate shall not nominate himself/herself.

An elector may sign the nomination papers of more than one person. Only one person shall be nominated on each nomination paper.

Keep originals of nomination papers in a secure place, preferably a safe. Make photocopies of these documents for office use.

Observe the deadline for filing nominations. Nomination forms must be filed by 4:00 p.m. on nomination day. No nomination forms are to be accepted after 4:00 p.m. no matter what reason is given.

Deposit
S. 46.1

The nomination paper for every candidate for the office of councillor or mayor in a municipality with a **population of 20,000 or more**, or for the office of board member in a school division that is situated wholly or substantially within a municipality with a **population of 20,000 or more**, must, when filed with the returning officer or nomination officer, be accompanied by a deposit of $100 in legal tender or by a certified cheque or money order in that amount made payable to the municipality or the board, as the case may be.

Inspection of Nomination Papers
Ss. 46(3)

Any person may ask to inspect the nomination paper filed by any candidate with the RO or nomination officer. If requested, a copy of the nomination paper or any information on it shall be provided to the person.

Note: The original nomination form may be inspected but must not be allowed to leave the office of the RO or nomination officer.

Chapter VI — **Nomination Day to Election Day**

Withdrawal of Nomination
S. 52

A candidate may withdraw his/her nomination within 24 hours of the close of nominations **and** during normal office hours from the time the nomination was filed until the end of the 24 hour withdrawal period. To do so, the candidate must file with the RO or nomination officer a written statement signed by the candidate and witnessed by two other persons or by the RO or nomination officer. The name of the withdrawn candidate will not be placed on the ballot.

A person may withdraw his/her nomination for one office and proceed to be nominated for another, provided the withdrawal and the new nomination are filed prior to 4:00 p.m. on nomination day.

On the basis of the number of candidates left in nomination, the RO will issue for each office, one of the following:

- Notice of Poll (Form I)
- Notice of Abandonment of Poll (Form K)
- Notice of Call for Further Nominations (Form H)

S. 53

If, after the withdrawal period, the number of persons nominated to any office is equal to the number to be elected, the RO will declare the persons so nominated to be elected. A Notice of Abandonment of Poll (Form K) will then be given by the RO in accordance with subsection 45(3). (See instructions for giving notice of Call for Nominations (Form E)).

Ss. 54(1)

If, after the withdrawal period, the number of persons nominated to any office is less than the number to be elected, the RO will declare the persons nominated (if any) to be elected. A Notice of Call for Further Nominations (Form H) for the remaining vacancies will then be given by the RO in accordance with subsection 45(3).

Further nominations are then accepted by the RO/NO between 9:00 a.m. and 4:00 p.m. on the thirteenth day following the close of the withdrawal period **and** during normal office hours during that 13 day period of time.

Note: There is no provision for withdrawal of nominations during the second nomination period.

If, at the close of nominations on the second nomination day, the number of nominations is equal to the number to be elected, they will be declared elected by the RO and Notice of Abandonment of Poll is given.

HOWEVER

If, at the close of nominations on the second nomination day, the number of nominations is less than the number to be elected, the RO shall declare those nominated (if any) to be elected and give Notice of Abandonment of Poll. The council/board, at its next meeting shall provide for the holding of a by-election to fill the remaining vacancies.

S. 55

If after the first or second call for nominations, the number of persons nominated is greater than the number to be elected to office, the RO gives Notice of Poll (Form I) in accordance with subsection 45(3).

Note: Remember that you may be dealing with up to four sets of nominations (mayor, aldermen/councillors, public and separate board member). Each office must be dealt with separately.

For example, it is entirely possible that after the close of the withdrawal period (4:00 p.m. on the day after nomination day) there could be the following situations:

(a) For mayor: more than one candidate nominated.

(b) For council: the number of persons nominated is equal to the number to be elected.

(c) For board of education: the number of persons nominated is less than the number to be elected.

The RO would, at that time:

(a) Publish a Notice of Poll (Form I) for the office of mayor.

(b) Declare the persons nominated for council to be elected, and publish a Notice of Abandonment of Poll (Form K) for the office of aldermen/councillors.

(c) Declare the persons nominated for the board of education to be elected, then issue a Notice of Call for Further Nominations (Form H) for the office of board member, for the remaining number of positions to be filled.

Death of a Candidate
S. 57

When a candidate dies before the close of the withdrawal period, he/she is deemed not to have been officially nominated, therefore his/her name will not be placed on the ballot.

Ss. 58(1)

Where a candidate for the office of mayor, an office with respect to a ward, or an office that is to be elected at large in a by-election dies between the close of the period for withdrawal of nominations and the close of the poll and the number of persons then remaining in nomination for that office is equal to or more than the number to be elected, the poll is abandoned and:

(a) the RO shall give Notice of Abandonment of Poll (Form K);

(b) the council or board shall at its next meeting, fix a date as nomination day and the date for holding a by-election for that office;

Ss. 58(4)

(c) the candidates remaining in nomination after the death of a candidate shall be deemed to be nominated for the by-election without having to be nominated again.

Ss. 58(2)

Where a candidate for an office **other than** the office of mayor, an office with respect to a ward or an office that is to be elected at large in a by-election dies between the close of the withdrawal period and the close of poll, and the number of persons remaining in nomination is greater than the number to be elected, the election shall proceed. If the ballots have not been printed, the name of the deceased candidate shall be omitted. If the ballots have been printed, the RO shall cause notice of the death of the candidate to be posted in a conspicuous place in every polling place affected.

Ss. 58(3)

When a candidate for any office, except those provided for in Ss. 58(1), dies between the close of the period of withdrawal for nominations and the close of poll, and the number remaining in nomination is equal to the number to be elected, the RO shall declare the remaining candidates to be elected. If the death results in the number of candidates remaining in nomination being less than the number to be elected to any office:

(a) the RO shall declare the remaining candidates to be elected and give Notice of Abandonment of Poll, and
(b) the council or board shall, at its next meeting, fix a date as nomination day and the date for holding a by-election.

Voting Machines
S. 59.1

The council of a municipality may pass a bylaw (the board of education, a resolution) to authorize the use of mechanical means of voting, recording votes and counting ballots. Such a bylaw (resolution) is subject to the *Regulations* to the *LGEA* (none in place for the 2000 general elections). The bylaw (resolution) must outline procedures for voting and for counting ballots and include provisions for the form of ballot to be used. The RO/DRO may modify otherwise required procedures at the poll in order to accommodate mechanized voting.

Printing of Ballots

Note: Read this whole section before placing an order with the printer.

Ballots may be ordered any time after you have determined that a poll is required.

Order a sufficient quantity of ballots (number of voters plus 5%).

The RO should provide the printer with a copy of subsections 60(1), 60(4), 60(5), 60(6) of the *LGEA*, a copy of Form O (front and back of ballot) and section 16 of the *Regulations*.

The ballot must contain the name and occupation of the candidates exactly as they appear on the nomination paper. List the names in the correct alphabetical order of surnames, with the surname in upper case placed last and the given name(s) in lower case placed first.

eg. Bill GREEN
Jean LAFLEUR
Steve TUMAS

Ss. 60(1)

When the surnames of two candidates are identical, the names are placed alphabetically according to the given names. However, if both the given names and the surnames of two candidates are identical, either or both candidates may request that his/her address be included on the ballot.

When a candidate so requests, a name by which he/she is commonly known shall be put in brackets in the appropriate place.

eg. W. R. (Bill) GREEN

By request, a candidate in a municipal election can have either his/her affiliation with a voters' organization or the word "Independent" placed in brackets under his/her name. There is one restriction here – nothing may be placed on the ballot that would indicate that the candidate has held office as a mayor, alderman/councillor or board member. For example, the RO could not permit a voters' organization called "The Re-Elect Steve Tumas Committee" to be placed under Steve Tumas' name.

The printer must place on the back of the ballot:

(1) the name and address of the printing firm,

(2) a rectangular box at the top of which shall be printed "DRO initials".

To keep track of the ballots, the printer could number the stubs **(but not the ballots)** consecutively. So that the numbers do not get too large, an A series, B series, etc., can be used with numbers up to 5,000.

Have ballots bound in books of 25, 50 or 100.

Ss. 60(4), (5), (6)

Order separate ballots for mayor, aldermen/councillors and board members. Where wards exist, separate ballots must be provided for the aldermen/councillors and board members in each ward. For easy sorting and counting of ballots, use different colours/sizes. If possible, arrange to see and approve "proofs" before the ballots finally go to print.

In "proofing" the ballots and when the RO receives the ballots from the printer, they should be carefully checked.

- Are all names included and in the correct order?
- Are all names spelled correctly?
- Does the ballot conform to *Regulations* and the one illustrated in Form O?
- Are enough ballots available?

In an election, a blind person will have the option of using a template to vote. (A template is a cardboard device with holes spaced to correspond with the circles on a ballot). When the ballots are ordered, order at least one template for each polling area and advance poll. **The template must contain at least as many holes as the longest ballot will have circles.** The printer should be provided with a copy of section 37 of the *Regulations* and Form JJ, which contain the specifications for templates.

Alternative Arrangement of Names
Ss. 60 (1.1)

If the council or board wishes to use ballots on which the names "rotate" or "names drawn from a receptacle", it must pass a resolution or bylaw to this effect at lease 55 days prior to election day.

In the case or rotating ballots, ballot papers will be printed in as many lots as there are candidates for the office.

Example: If there are three candidates for the office of mayor, three "lots" of ballots would be printed.

Lot 1: Alphabetical order of surnames
Lot 2: Top name to bottom (name #2 at top)
Lot 3: Name #2 to bottom (name #3 at top)

Lot 1	Lot 2	Lot 3
W.S.(Bill) GREEN	Jean LAFLEUR	Steve TUMAS
Jean LAFLEUR	Steve TUMAS	W.S.(Bill) GREEN
Steve TUMAS	W.S.(Bill) GREEN	Jean LAFLEUR

Tablets of ballots will consist of ballots from each lot in rotation.

OR

Ss 60(1.1)

In the case of withdrawing the names from a receptacle, arrange the names on the ballot in the order that they are drawn from the receptacle.

Postpone an Election
S. 97.1

When a returning officer is determined that the majority of the electors eligible to vote at the election are unable to vote because of a natural disaster or some other special circumstance, he/she may postpone an election.

Assembling Supplies
S. 61 to 63

When the RO has determined that an election will be held, he/she should begin assembling supplies for the DROs.

Obtain a ballot box for each polling area, each mobile poll and each advance poll. On each box place a number corresponding to the polling area numbers. With each ballot box, place a voting compartment (booth) to be set on a table.

For each DRO, package ballots for each office in separate envelopes. Record in the record book the serial numbers of the ballots (and seals) given to each DRO.

Inside each ballot box place sufficient quantities (see pages 11 and 12) of the following:

- list of election materials
- map of the polling area
- one copy of voters' list for that polling area, if applicable (advance polls require voters' lists for all areas covered by the advance poll)

Ss. 95.1(1)

- where a voters' list has been prepared, provide one copy of the Advance Poll List(s), together with either a voter's list that indicates who voted at advance polls or a certificate containing this information
- one copy of *The Local Government Election Act* (optional)
- poll book, if applicable (see NOTE below) – advance polls require Advance Poll Lists (Form R); school elections in Indian Reserve wards require a Poll Book in Form LL
- two seals
- ballots
- Form A3: Appointment of Election Officials
- Form B: Oath of Election Officials
- Form M: Transfer Certificate (if required)
- Form N: Appointment of Candidate's Agent
- Form P: Declaration for Disabled Voters
- Form Q: Voter's Registration Form
- Form T: Declaration of Candidate/Agent
- Form U: Declaration of Friend
- Form V: Declaration of Interpreter
- Form W: Directions for Voting
- Form X: Controverted Municipal Elections Act (excerpts)
- Form Y: Declaration of Poll
- Form Z: Statement of Results
- Form JJ: Template
- Large envelopes for packaging ballots after polls close
- Carbon paper, masking tape, squared paper, pencils, pens.

Ss 64(2)

NOTE: The RO is to decide whether or not to use poll books. If poll books are not used, the voter's registration forms (Q) are to be fastened together to form the poll book. Form Q must be modified to include poll book information (consecutive number, appropriate columns and space for remarks) at the bottom.

If a vote on a bylaw/question is being held, include the following:

- Form BB/BB1: Ballots for Bylaw
- Form CC: Ballots for Questions
- Form DD/DD1: Statement of Results
- Form EE/EE1: Declaration of Results
- Large envelopes for packaging ballots after polls close.

Instructions for DROs for Advance Polls

The RO should give separate instructions to the advance poll DROs prior to the first day of the advance polls.

Review with the DRO the regular procedures for conducting a poll, as well as the special procedures for advance polls as contained in Appendix A of *The Deputy Returning Officer's Manual*. The DRO should be provided with a copy of this Manual.

Stress the following points:

- The Advance Poll List (Form R), must be made in duplicate.
- Prior to voting, all voters must complete a Voter's Registration Form (Form Q) even when a voters' list has been compiled.
- The ballot box must not be opened or the ballots counted until after the polls close on election day.
- The DRO is responsible for the safekeeping of the ballot box and other election materials until they are delivered to the RO for the count on election day.

S. 95.1

If a voters' list is in use, the RO is to indicate on the list (or prepare a certificate containing the same information) the voters who voted at any advance poll. These entries are based on information contained in the advance poll list(s) provided by the advance poll DRO(s).

Training Sessions

On election day, the election officials will be called upon to exercise important responsibilities in an efficient manner. To ensure that the DROs and poll clerks fully understand their duties, a training session should be held by the RO prior to the election day.

While the DROs and poll clerks are present at the training session, the RO can:

(i) issue appointment forms (Form A3) to the DROs and poll clerks;

S. 65

(ii) (applies **only** if there is more than one polling place) issue transfer certificates (Form M) to any DRO, poll clerk or election day enumerator assigned to a polling place other than the one in which he/she resides (unless he/she has already voted at an advance poll). A transfer certificate must not be given to an election official or agent working in a ward other than the one in which he/she resides. Keep a list of the election officials that you have issued transfer certificates to, along with their regular poll numbers. Provide each DRO with a list of the people who have transferred out of their polling areas.

S. 69

(iii) distribute an Oath of Election Official (Form B) to each DRO and poll clerk.

Oaths of Office for the DROs and poll clerks are administered in the same manner as for enumerators (see page 14).

Use the Deputy Returning Officer's Manual at the training session to review with the DROs and poll clerks the points under the headings "Prior to Election Day," "Before the Poll opens", and "Conduct of the Poll".

To make the section on "Voting Procedures" clear, it is helpful to set up a demonstration poll. This demonstration will require two or three tables, chairs, mock ballots, a poll book, several Voter's Registration Forms (Form Q), a pencil, a ballot box, a ballot box seal, Form W and Form X.

Place a ballot box on a table at which the DRO, poll clerk and election day enumerator will sit.

Behind the election officials place a small table on which a voting compartment is placed so that no one can observe a voter marking his ballot.

Post one copy of each Form W and Form X and fasten a pencil in the voting compartment.

Use volunteers for the election officials and voters.

Give directions to the "officials" so that the rest of the group will understand what is taking place:

- the voter goes to the enumerator.
- the enumerator assists the voter to complete Form Q.
- the voter hands Form Q to the DRO.
- the poll clerk records the consecutive number, name, address and qualifications of voter in the poll book or on Form Q.
- the DRO initials a ballot, folds it, hands it to the voter.
- the poll clerk puts a "check" in the appropriate column(s).
- the voter marks his ballot in the compartment and hands it back to the DRO.
- the DRO checks the ballot for his/her initials, then deposits it in the ballot box.

After the demonstration, review the sections of the DRO's Manual entitled "Close of Poll", "Counting the Ballots" and "Activities after Counting the Ballots." It should not be necessary to cover every point. Only the most important items under each section need to be stressed.

The RO could, at the end of the training session, issue to each DRO a ballot box, ballots, voting compartment and all other election materials.

The Returning Officer's Role on Election Day

The RO may visit the polling places shortly after the polls open to ensure that everything is running smoothly. The election clerk or another person should be left in the RO's office to take calls in his/her absence. For most of the day, however, the RO should stay in the office in case DROs phone for advice or information.

After the polls close, the RO should be in his/her office to receive telephoned results, statements and ballot boxes.

S. 108

The RO sums up the votes by adding the totals from the Statements of Results (Form Z), delivered by the DROs.

If a DRO has inadvertently placed the duplicate **and** the original of Form Z in a ballot box or if Form Z seems to be incomplete, the RO may, in the presence of two witnesses, open the ballot box, and:

(i) remove the duplicate of Form Z; OR

(ii) remove the original of Form Z to verify the results, then return it to the ballot box; OR

(iii) check the writing on the envelopes to ascertain the totals.

DO NOT OPEN PACKETS CONTAINING BALLOTS.

Restore all documents to the ballot box which is then resealed.

If an ARO has been appointed (in cities and Northern School Divisions only), the RO may authorize the DROs to deliver the ballot boxes to the ARO. The RO may also authorize the ARO to sum up the votes from the Statements of Results he/she receives from the DROs and to forward the results to the RO. The RO should be sure to specify how the results of the summation are to be forwarded to him/her, for example, in person, by telephone or messenger. This delegation of responsibility allows the RO to attend to other duties. It will also prevent the formation of a long line in front of the RO's office after the close of the polls.

S. 111

In case of a tie vote, the RO must use the following procedure:

- Write the names of the persons having an equal number of votes on separate pieces of paper.
- Make sure the pieces of paper are the same size, colour, texture and thickness.
- Fold the papers in a uniform manner to hide the names and put them in a hat, or any other receptacle.
- Have a person draw a name.
- Declare elected the person whose name was drawn.

S. 109

At the time and place specified in the Notice of Poll (Form I), the RO declares the person or persons elected for each office to be filled. The RO posts a Declaration of Results (Form AA) in a conspicuous place listing all candidates for each office, along with the number of votes cast for each. The Declaration is also to include the names of the candidates (if any) elected by acclamation.

The RO is to provide each of the following with a copy of the appropriate Declaration of Results:

Council: Results of election for mayor and alderman/councillor;
Board of School Division: Results of election for board members;
Secretary of School District: Result of election for board members.

S. 110

The clerk of the municipality shall provide written notice of the election results to the Minister of Municipal Affairs, Culture and Housing as soon as possible following the election. Likewise, the secretary treasurer of the school division shall provide the election results to the Minister of Education. In both instances, the notice shall include the name and address of each person elected.

Safekeeping of Election Materials
S. 112, Ss. 47(6)

The RO delivers the ballot boxes, duplicate statements and other election materials (including completed nomination forms) to the clerk or secretary-treasurer, as the case may be, for safekeeping. The clerk or secretary-treasurer is then responsible for their safekeeping.

In the case of joint municipal/school elections, an agreement should be reached prior to the election to deal with the safekeeping of the completed Voter's Registration Forms. One party may agree to keep the forms for both parties or copies may be made (either at the time the form is completed or after the election) so that both parties have their own.

Refund of Deposit
Ss. 46.1(4)

In those cases where a deposit is required to be paid by a candidate (see page 23), the deposit is to be promptly returned to the candidate if:

- the candidate is elected;
- for an office where one candidate is to be elected, the candidate receives at least 10% of the total number of votes cast for that office;
- for an office where more than one candidate is to be elected, the candidate receives:

$$\text{at least 10\% of } \frac{\text{total number of votes cast for that office}}{\text{number of positions to be filled.}}$$

A Recount of Votes

Part VI of the *LGEA* deals with the recount of votes. Depending upon the circumstances, a candidate or an elector may apply for a recount to either the RO or to a judge. For the purposes of the *LGEA*, "judge" means a judge of the court sitting at the judicial centre nearest to which the municipality or school division is situated and "court" means the Court of Queen's Bench.

Application to the Returning Officer
S. 126

A candidate or an elector may apply to the RO for a recount when the difference between the number of votes cast for any elected member and the candidate having the next highest number of votes is less than the number of ballots counted but objected to plus all of the rejected ballots (except those on which no vote was made).

Example:	Bill Lafleur (elected)	314
	John Liske (not elected)	309
Difference		5
Number of votes counted but objected to		2
Number of rejected ballots (except those on which no vote was cast)		6
		8

Because 5 is less than 8, the candidate or an elector may apply for a recount.

A candidate/elector must apply on Form HH within four days of the day on which the RO declared the person for that office elected.

S. 127

The RO must then complete Form II and, within four days after receiving the request, present Form II to the judge and deliver a copy to the person who requested the recount.

The judge will then set a date and a location for the recount. When the RO receives this information, he/she will serve, within four days, a true copy of the appointment received from the judge, to the person who applied for the recount and to any other person that the judge directs.

On the day appointed, the RO will appear at the specified location with the ballot boxes and all documents in his/her possession relating to the election.

Application to a Judge

If the RO fails to comply with the request for a recount, (or if the candidate/elector feels the DRO counted or rejected ballots improperly, made an incorrect statement of the vote count, or the RO improperly added the results) the candidate/elector may, within 14 days after the day on which the RO declared the results of the election, apply by affidavit to a judge for a recount.

If the judge decides on the basis of section 128 of the *LGEA*, that a recount should take place, the judge will notify the parties concerned in writing of the time and place at which the recount will be held.

Ss. 59.1(8)

Where a judge determines that a recount is required and the votes were counted mechanically, he/she may require that the recount be done manually, by using the same mechanical device, or both.

Following any recount, the judge will notify the RO in writing of the results of the recount. The RO will then post the results of the election in his/her office.

Chapter VIII — **Diary of the Duties of a Returning Officer**

May or June

As part of election planning, contact should be made between the municipality and the school division to begin discussing the potential for joint use of election facilities, officials, forms, etc.

If you intend to conduct an enumeration, order the necessary forms. You will need Forms A3 to D before your enumeration begins.

Select and appoint enumerators.

Just prior to the commencement of enumeration give a training session to your enumerators.

Supervise the enumeration.

Note: An enumeration may be conducted later. The council/board must, however, make the decision to provide for the enumeration at least **55 days prior** to the day the election is to be held.
Make sure the necessary bylaw or resolution is in place.

July or August

The council/board must pass a resolution at **least 90 days prior** to election day in order to appoint a person **other than** the clerk (or secretary treasurer) as RO.

A council or board wanting to use the alternate form of ballot (rotation of names) must make the decision by resolution or bylaw at least **55 days prior** to the day the election is to be held.

A council or board that wishes to provide a mobile poll should make the decision at about this time.

September

If you have not already done so, order or produce all the election forms except the ballots and the templates. Order early enough so that Forms E to K are available about **three weeks before** nomination day.

Keeping in mind publication deadlines of at least **a week in advance**, publish and post the Call for Nominations (Form E) in the locations specified in section 45 of the *LGEA*, at least **ten days prior** to the nomination day. Alternative service of this notice may be considered.

Hand out nomination papers on request.

Receive nomination papers filed prior to the nomination day and give a receipt for each in Form G.

If you are not available during the required period to receive nomination papers, appoint one or more nomination officers. Nomination officers may be appointed to receive nomination papers at various locations.

At least **31 days before** the election day post the voters' lists and the Notice of Revision (Form D).

You may wish to begin contacting persons to fill the positions of DRO, poll clerk, election day enumerator, advance poll officials, etc.

In **cities** only: On the same day that you post the voters' lists and Notice of Revision, have a notice published in a newspaper having general circulation in the city. The notice must include the following information:

- that the voters' lists have been posted and the locations where they may be inspected.
- the dates, times and location of revision.

Accept applications from electors for revision of the voters' list up to and including the **23rd day before** the election day.

On nomination day be present at the specified location to receive nomination papers between the hours of 9:00 a.m. and 4:00 p.m. Also, have your nomination officers (if any) available at various locations to receive nomination papers. Issue receipts for each nomination paper received.

RO and NOs must be available to accept withdrawals of nominations during normal office hours from the time the nomination was filed until 4:00 p.m. on the day following nomination day. (Applies to **first nomination** period **only**.)

After 4:00 p.m. on the day following nomination day, publish and post in accordance with section 45 of the *LGEA* for each office for which you are responsible as RO, one of the following:

- Notice of Poll (Form I) (including notification of the process disabled voters are to follow to vote at a mobile poll, if applicable)
- Notice of Abandonment of Poll (Form K)
- Notice of Call for Further Nominations (Form H)

In the case of posting the Notice of Abandonment of Poll or the Notice of Call for Further Nominations, declare the person(s) nominated at the time to be elected. If further nominations are required, follow the same procedure as for the first nomination period.

If a poll is to be held, order the ballots and templates as soon as possible after 4:00 p.m. on the day following the nomination day.

If you have not previously done so, contact persons to act as election officials as soon as you know you will have an election. Arrange for training sessions for these officials.

October

No later than **16 days before** the election day, rule on each application for revision and amend the voters' list accordingly. Upon request, give a copy of the amended voters' list to any candidate.

Second nomination day, if required, is held on the **thirteenth day following** the close of the nomination withdrawal period.

Assemble supplies for distribution to the DROs.

Conduct a training session for the advance poll(s) or mobile poll election officials. Distribute supplies for the advance poll(s).

Be available to answer phone calls from the advance poll DRO(s) during the time the advance polls are held. (Advance polls may be held between the **thirteenth and third day prior** to election day.)

Conduct a training session with the election day election officials and distribute election day supplies to the DROs.

Election day for a **northern municipality** or **northern school division** is the second last or last Wednesday in September or the first Wednesday in October (as the case may be).

Election day for municipalities other than resort villages and northern municipalities and for school divisions other than northern divisions is the fourth Wednesday in October.

Declare the results of the election at the time and place designated in the Notice of Poll, post the Declaration of Results and notify the council or board.

Be available to receive applications for a recount within four days of the date the results were declared. If a recount is required, be available to process the certificate, the judge's notification and to attend the recount.

When the election is completed, forward ballot boxes, duplicate statements of results and other election materials to the clerk or secretary treasurer.

APPENDIX A

INSTRUCTIONS TO ENUMERATORS

Before commencing the enumeration, study the map of the polling area and write down the names of the streets you will be canvassing. Be especially careful of streets on which the boundary line is located. Since the boundary line is usually situated in the centre of a street, canvass only the side of the street located inside the boundary. The opposite side of the street will of course be in another polling area.

Enumerate geographically beginning at the lowest house number on the street. The names are rearranged later in alphabetical order.

Upon arriving at a household, the enumerator should greet the occupant cheerfully and explain who he/she is and the purpose of the visit.

In order to be enumerated and to vote, a person must be:

School Division Elector

On election day
- 18 years of age
- a Canadian citizen; and
- a resident of the school division for at least 3 months and a resident of Saskatchewan for at least 6 months

AND

- for a separate school election, of the religious faith of the minority that established that separate school division

Municipal Elector (other than resort villages)

On election day
- 18 years of age
- a Canadian citizen; and

EITHER
- a resident of the municipality for at least 3 months and a resident of Saskatchewan for at least 6 months,

OR
- the owner of assessable land situated in the municipality for at least 3 months and a resident of Saskatchewan for at least 6 months.

If the person will become 18 years of age on or before election day, you may place his/her name on the list.

Section 3 of the *LGEA* contains the rules to determine whether a person is a "resident" of the municipality.

Section 3 states:

"for the purposes of this act:

(a) the residence of a person is the place in which his habitation is fixed and to which, when he is absent from that place, he has the intention of returning;

(b) a person who is temporarily absent from the place where his habitation is fixed does not lose his residence;

(c) no person, while he remains in the province, is deemed to have lost his residence until he has acquired another residence;

(d) no person has more than one residence in the province and, if he has more than one home in the province, he shall elect one home as his residence;"

The following information must be obtained:

(1) Name: first name and surname. Do not use Mr., Miss, Mrs. or Ms.
(2) Residential (civic) address. Use house number or apartment block address and suite number. List in order from lowest to highest house or suite number. Unless it is the same as the residential address, do not list postal address.
(3) School support (where applicable): indicate whether the voter is a public school elector (PS) or a separate school elector (SS).

Enumerators must visit each dwelling place in an urban polling area. If the person is not at home, the enumerator should

(i) leave a card indicating the day and time when he/she will call back

(ii) leave a card on which is written the phone number at which the enumerator may be contacted.

Visits should be made between 9:00 a.m. and 6:00 p.m. and between 7:00 p.m. and 10:00 p.m.

The two copies of the list which the enumerator delivers to the RO must be printed in block letters or typed, with names arranged alphabetically and consecutively numbered.

APPENDIX B

DUTIES OF A COUNCIL/SCHOOL BOARD REGARDING ELECTIONS

The *LGEA* contains a number of sections specifying the responsibilities of councils and/or school boards with respect to elections.

(1) Filling of vacancies on a council or school board:

Subsection 6(1)
Sections 7, 7.1, 9
Subsection 54(2)
Clauses 58(1)(e); 58(3)(b)

(2) Determination of polling areas and places:

Section 17, 18, 19, 20, 22

(3) Provision of Mobile Polls:

Section 22.1

(4) Returning Officer:

Sections 28, 29

(5) Remuneration of election officials:

Section 33

(6) Voters' List:

Section 36

(7) Voting Machines

Section 59.1

(8) Ballot form:

Subsections 60(2); 60(3)

(9) Advance Polls

Section 92

(10) Votes on bylaws and questions:

Sections 114, 115, 116, 117

(11) Election expenses:

Section 145

(12) Election supplies:

Section 146

APPENDIX C

VOTES ON BYLAWS AND QUESTIONS

The procedures used for conducting a vote on a bylaw or question are, in general, the same as those used for conducting an election of a member of a council or board. The exceptions to these procedures are found in sections 113 to 125 of the *LGEA*.

Vote for School Division
S. 114

Category I

1. When a school division in Category I requires a vote on a borrowing bylaw, the secretary treasurer of the school division may forward to the council a copy of the bylaw and the authorization of the Saskatchewan Municipal Board with a request for a vote on a specified day.

2. The council shall, within 30 days, name that day as election day (unless the board and the council agree on another day), and shall provide for the holding of the vote.

Election Procedure Bylaw
S. 115

Category I

The council shall pass an election procedure bylaw to fix the day and terms for the taking of the vote. The vote may be held in conjunction with the general election.

Category II

The council or board, as the case may be, shall pass an election procedure bylaw to fix the day and terms for the taking of the vote. The vote may be held in conjunction with the general election.

Contents of the Bylaw

The election procedures bylaw must contain the following items:

(a) time and place for the vote (not less than three weeks and not more than five weeks after the posting of the notice);

(b) time and place for the RO to declare the results of the vote; and

(c) time and place for the RO to appoint electors as supporters or opponents of the bylaw/question to act as scrutineers on election day.

Notice of Vote
S. 116

The RO will publish/post notices in accordance with *LGEA* subsection 45(3) setting out the following information:

(a) the object of the bylaw or a correct statement of the question;

(b) in the case of a "borrowing bylaw", include the amount of the debt to be created, how the debt will be repaid, and the amount of the annual installment;

(c) the time for taking the vote and the location of the polling place;

(d) the time and place at which the RO shall declare the results of the vote;

(e) the certificate by the RO that he/she has correctly stated the question or the object of the bylaw; and

(f) in the case of a bylaw, a statement concerning the status of the bylaw following the vote.

(g) in the case of a bylaw granting a special franchise, the proposed bylaw in full.

Form of Ballot
S. 117

With two exceptions, the ballot shall be in Form BB (bylaw) or Form CC (question) and Form BB.1 is to be used where the vote is on a combination of question/bylaw choices. These exceptions are:

(a) the council or board may, by resolution, modify the ballot to include more than one bylaw or question;

(b) in the case of a bylaw to repeal an existing bylaw the council or board shall modify the ballot to facilitate the vote.

Representatives
S. 118

Voters wishing to act as scrutineers at the vote or at the count may appear before the RO at the time and in the place mentioned in the election procedure bylaw.

Upon request, the RO will appoint in Form FF the following representatives:

(a) one elector in favour of and one elector against the bylaw/question, to be present at the summing up of the votes; and

(b) two electors in favour of and two electors against the bylaw/question to attend at each polling place.

The RO should appoint only those persons requesting appointment as representatives. If no requests are received, the RO is not required to appoint anyone.

Every person appointed as a representative at a vote shall complete the Declaration in Form GG.

Report Results of the Vote
S. 120 to 123

The RO sums up the votes from the Statements of Results (Form DD or DD.1) submitted by the DRO(s) and then completes the Declaration of Results (Form EE or EE.1). The RO also prepares a statement certifying that the majority of voters approved/rejected the bylaw or were in favour of/opposed to the question.

S. 124

A tie is resolved in favour of the situation as it exists at the time the vote is taken.

S. 125

The RO shall give the results of a vote on a bylaw or question:

(a) with respect to a school division, to the board, Minister of Education and the Saskatchewan Municipal Board;

(b) with respect to a municipality, to the council.

APPENDIX D

BY-ELECTIONS

S. 6

By-elections are held to fill vacancies that occur on councils/boards between general elections. By-elections are to be conducted in generally the same manner as general elections. The specific provisions of the *LGEA* dealing with by-elections are outlined below:

Setting date, establishing polling areas/places
S. 6, 7

Category I:

- For a municipality, council sets the date for holding the by-election.

- For a school division, the board of education sets the date for holding the by-election and requests that the council hold the by-election on that date. The council and board may agree to hold the by-election on another date. Within 30 days, council must provide for the naming of a date and for the by-election to be held.

Clause 17(2)(b)

- Council is responsible for creating polling areas and naming polling places for **all** by-elections.

S. 6, 7.1 & clause 17(2)(b

Category II:

- For a municipality, council sets the date for and conducts the municipal by-election, after advising and consulting with all school division boards within its boundaries. Council is responsible for creating polling areas and naming polling places for municipal by-elections.

- For a school division, the board of education sets the date for and conducts the school division by-election, after advising and consulting with all municipal councils situated in the affected ward or school division. The board is responsible for creating polling areas and naming polling places for school division by-elections.

Returning Officer

Category I:

Ss. 28(1)

- The clerk of the municipality is the returning officer for **all** by-elections, unless council appoints a different person when it establishes the date for the by-election.

Ss. 28(2)

Category II:

- For municipal by-elections, the clerk of the municipality is the returning officer, unless council appoints a different person 90 days prior to the by-election date.

- For school division by-elections, the secretary treasurer of the school division is the returning officer, unless the board of education appoints a different person 90 days prior to the by-election date.

- Councils and boards may agree to appoint one returning officer to conduct all by-elections being held, if applicable.

Nominations
Clauses 50(1)(c), 50(2)(b), scl. 55(b)(i)

When setting the date for a by-election, the council or board must also set the nomination day, keeping in mind that 28 days must be allowed between nomination day and election day. To be consistent with general elections, it is recommended that nomination day and election day be held on Wednesdays. Consideration should also be given to the time required for giving the notice of Call for Nominations (at least 10 days prior to nomination day, plus publishing deadlines). The period of time when nominations may be filed in a by-election is the same as for a general election.

Scl. 49(a)(ii)

A person holding municipal office is not eligible to be nominated in a municipal by-election unless he/she resigns from that office prior to 4:00 p.m. on nomination day.

Death of a Candidate

Please refer to the "Death of a Candidate" sections on page 25 of this Manual for the application to by-elections of subsections 58(2) and 58(4) of the *LGEA*.

Taking Office
Ss. 11(2)

A person elected in a by-election fills the unexpired term of the council or board member who created the vacancy. Once declared elected, whether by ballot or by acclamation, that person may commence his/her duties immediately after taking the oath of office.

APPENDIX E **ELECTIONS OF SCHOOL BOARD MEMBERS IN INDIAN RESERVE WARDS**

With a few exceptions, elections in Indian Reserve wards are conducted in the same manner as the election of other board members. These exceptions are found in *The Local Government Election Regulations*, sections 38 to 47.

S. 39 (1) First Election in a New Ward

The secretary of the division shall cause to be delivered to the chief of each band council in the ward, at least two copies of the nomination paper and the candidate's acceptance form (Form KK).

S. 40 (2) Nomination Paper

The nomination paper containing the candidate's acceptance is in Form KK. The five nominators must be at least 18 years of age and band members residing in the ward. The candidate's acceptance shall be signed.

S. 41 (3) Poll in Case of First Election

The date for the poll will be fixed by the Minister. The chief of each Indian Reserve within or partly within the ward will designate a place within the Reserve where a poll will be held.

S. 41 (4) Poll in Case of General Election

The poll will be taken at a place designated by the chief of the Indian Reserve on the date prescribed by Minister's Order.

S. 42 (5) Deputy Returning Officer

The chief of the band or the chief's nominee is the DRO.

S. 43 (6) Voter Qualifications

On the day of the election, the person must

(a) be 18 years of age

(b) have resided in the school division in which the poll is taken, or on land now in the school division, for at least three months and in Saskatchewan for at least six months.

S. 44, 45 (7) Poll Book

The poll book will be in Form LL. In the poll book the poll clerk shall record the name and place of residence of each voter and number the entries in consecutive order.

S. 44, 46 (8) Voter's Registration Form

The voter's registration form will be in Form MM. Voters wishing to vote must complete Form MM.

S. 47 - (9) Notice of Person Elected

The RO must promptly give written notice of the name and address of any person elected as a board member in an Indian Reserve ward to:

(a) the Minister of Education
(b) the secretary of each education committee
(c) the chief(s) of the Indian Reserve(s) in the ward
(d) the board of education

APPENDIX F

SUMMARY

	Category I	***Category II***
Criterion	The public school division is situated wholly or substantially within one municipality.	The public school division is not situated wholly or substantially within one municipality.
Municipalities/ school divisions included	- All cities - Some towns, e.g. Humboldt - Some villages, e.g. Pense - All school divisions (public and separate) situated wholly or substantially within the cities or within certain towns or villages, e.g., Humboldt RCSSD No. 15 and Pense SD No. 98.	- All towns not included in Category I - All villages except those in Category I - All northern municipalities except those in Category I - All other school divisions (public and separate) not included in Category I
Creates polling areas and names polling places (General election)	The municipal council.	The board of education of the public school division.
Creates polling areas and names polling places (By-election)	The municipal council.	The board of education or municipal council responsible for the by-election.
Setting date for by-election for board member	The board of education sets the date and requests that the municipal council hold the by-election on that date. The council must then conduct the by-election.	The board of education sets the date and conducts the by-election after consulting with the municipality.
Submission of school division bylaw to vote of the electors	The board of education gives notice to the municipal council and requests that the bylaw be submitted. The council must then conduct the vote on the bylaw.	The board of education sets the date and conducts the vote on the bylaw.

Returning Officer (All elections)	The clerk of the municipality or another person appointed by the council 90 days prior to election day.	The clerk of the municipality for municipal elections. The Secretary treasurer of the public school division for public school division elections. The Secretary treasurer of the separate school division for separate school division elections BUT Any 2 or more of the councils and/or boards of education in a single school division may co-operate by agreeing to appoint a single RO to conduct the election for that particular area. Council/board may appoint another person to be RO, 90 days prior to election day
Voters' List	Only the council may decide to have an enumeration and prepare a voters' list.	Each council or board of education may provide for an enumeration and the preparation of a voters' list.
Ballot Box	RO may use same ballot box for both municipal and school elections.	Each RO provides for own ballot box (agreement to share may be made, under certain conditions)
Advance Polls	The council of a city shall establish one or more advance polls and fix the days and hours for voting. The RO of a municipality other than a city shall authorize the establishment of one or more advance polls and fix the days and hours for voting.	Each RO shall establish an advance poll in the municipality or school division as the case may be and fix the days and hours for voting.
Mobile Polls	The council of the municipality may authorize the establishment of a mobile poll.	Each council or board of education decides on the establishment of a mobile poll except where the board and councils in the public school division have agreed to appoint one RO to run their elections, in which case they may also agree to jointly establish a mobile poll.

Voting Machines	The council of the municipality may pass a bylaw to provide for mechanical means of voting and counting ballots.	The council of a municipality may pass a bylaw (the board of education of a school division may pass a resolution) to provide for mechanical means of voting and counting ballots.